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170-2
19 August 1965

MEMORANDUM FOR: Director of Training

SUBJECT : Progress Report on Support Services Course

REFERENCE : Course Report - Support Services Course No. 1

1. The second Support Services Course will begin on 25 October and end on 17 December 1965. Based on present estimates of the CT Office we should have between twenty and twenty-five students for the course. They will come from the January, April and July 1965 CT classes.

2. Since the completion of the first Support Services Course, I have met with an Advisory Committee consisting of [REDACTED]

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are "S" careerists and have field experience as support officers. We have analyzed the results of the first Course with regard to content and methodology and have made revisions to correct deficiencies. I have spent time in the offices of a DDP and a DDS Support Officer observing the support problems of both Headquarters and Field. I have also taken the Finance and Logistics Course in order to become more familiar with subjects of finance, logistics and travel and because this course with some modifications will be included in the Support Services Course.

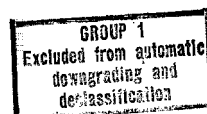
3. On 18 August I met with C/OS/TR and CH/OS/TR and reported to them on the progress to date. The schedule for the next Course as now planned consists of the following:

a. First Week

Mornings will be a general orientation to the Support Services given by the principal DDS officers. Afternoons will consist of conventional management and preparatory work for the Managerial Grid week.

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b. Second Week

The Managerial Grid.

c. Third, Fourth and Fifth Weeks

25X1A Students will be given the Finance and Logistics: Small Stations Course with certain modifications for the CTs such as a tour of the [REDACTED] warehouse. Class B and Type II accounting and travel are covered in this course. It is mostly practical work.

d. Sixth and Seventh Weeks

25X1A These weeks provide mainly for coverage of personnel and security subjects. Mornings are mostly devoted to specific presentations requested by my advisory committee. The afternoons are devoted to series of thirteen practical exercises and cases each of which take two to four hours. There will be two days at [REDACTED] for practical security instruction and a tour of communications and records facilities.

e. Eighth Week

This week will contain a series of integrated practical exercises involving all aspects of the previous instruction and in which the student is placed in the role of an administrative officer abroad. He will be given situations involving financial and logistical transactions as well as personnel, security and travel problems.

4. The practical exercises and cases mentioned for the sixth and seventh weeks have all been prepared and are now being reproduced. They have been shown to the Advisory Committee. The final week problem is now in the skeletal stage. I have some thirty-six specific situations which I now must flesh out with specific details.

25X1A 5. It is my understanding that Mr. Robert Bannerman, DDS, has requested [REDACTED] of his staff to give him a briefing on the Support Services Course to include showing him the problems and cases. I will try to find out when this will take place and will personally brief you and DDTR on the final proposals for the Course prior to this time and at your convenience.

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